

If a filing has been returned by the Clerk of Court, it will be assigned a status of 'Returned Not Filed' and returned to you.

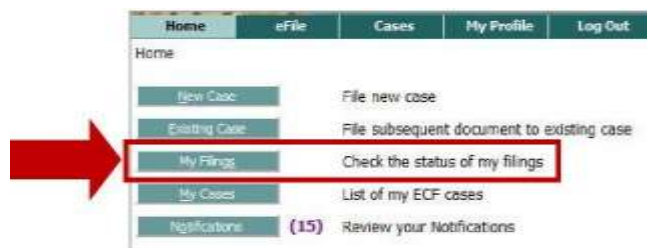
The reason for the returned filing will be included in the filer's courtesy notification and in the filing status detail. You can view the detail by clicking the **Returned Not Filed** link in the My Filings list.

You can resubmit the filing after the error(s) are corrected.

Note: If you paid the fees for a returned filing with a credit card, the fees will be credited back to that credit card.

Reviewing the reason

1. Click **My Filings** on the home page.



2. Find the case/filing: enter search data and click **Go**.
3. Find the returned filing in the list and click the **Returned Not Filed** link in the Status column. The reason displays on the Filing Status screen.

The screenshot shows the 'My Filings' table for the period between 01/01/2014 and 02/10/2014. The table has columns for Filing ID, Client #, Court Case #, County, Date Submitted, Document Type, and Status. A red arrow points to the 'Returned Not Filed' link in the Status column of the first row.

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
46675			Black Hawk	02-10-2014:11:35:58 AM	SMALL CLAIMS ORDER	Returned Not Filed Resubmit
46628		SR/CR253830	Polk	02-06-2014:02:27:46 PM	TRIAL INFORMATION	Received
46596		SCSC522508	Polk	02-06-2014:11:26:40 AM	OTHER EVENT	Awaiting Approval
46594 Jones		CDDM049590	Black Hawk	02-06-2014:11:21:18 AM	PROPOSED ORDER SETTING TRIAL	Filed



Reasons why clerks return filings

Reason	Examples
The filing fee was wrong	<ul style="list-style-type: none"> You chose an invalid deferment reason. You selected the wrong document type and did not pay the proper filing fee. You chose Pay at Counter and did not pay within the required 5 days. <hr/> <p>Note: Clerks may reject all subsequent Pay at Counter filings from any filer who does not pay within the required 5 days more than three times.</p> <hr/>
The wrong document type was chosen	<ul style="list-style-type: none"> The correct document type would have been file-stamped, but the type chosen was not. The correct document type would have been routed differently. The correct document type would have restricted access differently. A Health Care Provider Statement in Lieu of Testimony (and Attorney Certificate) was filed as a Proposed Exhibit in Expedited Civil Actions (Iowa R. Civ. P. 1.281).
A PDF was prepared incorrectly	<ul style="list-style-type: none"> Two documents were combined that should not have been. <ul style="list-style-type: none"> A petition and civil original notice were combined. A Trial Information and Minutes of Testimony were combined. A proposed order has an attachment. A return of service contains the original pleading, writ, or order. The PDF was unreadable. <ul style="list-style-type: none"> The document was blurred, too dark or light, or otherwise unreadable. A pleading was scanned sideways or upside down. <hr/> <p>Note: If the document is not a pleading, a landscape (sideways) attachment, exhibit, or filing will be accepted.</p> <hr/> A multi-page document was scanned as individual pages (for example, a 9-page document scanned as 9 separate documents).
Required information is missing or wrong	<ul style="list-style-type: none"> The names of all Plaintiffs/Petitioners and Defendants/Respondents were not added in the electronic coversheet. The date of birth or the SSN/EIN was not included for a party added under My Parties. A proposed warrant has incorrect dates of birth or social security numbers. The wrong case parties were specified on a document.
The document is filed on the wrong case	<ul style="list-style-type: none"> The document has the wrong case number and/or parties listed. A multi-case filing was filed to the wrong cases or was not filed to all the listed cases.
The signature is wrong or missing	<ul style="list-style-type: none"> An order signed by a judge was filed by someone other than the judge, the judge's designee, or the clerk. A pleading that requires a signature does not have a signature.

Reason	Examples
Your eFile registration has errors	<ul style="list-style-type: none"> A business was the filer of a document, instead of an individual. You have registered for the same role more than once. <hr/> <p>Note: Registering for a second account <i>in a different filer role</i> is sometimes necessary. For example, a specialized nonparty filer who is a plaintiff or defendant in a civil suit must register as a Registered Filer to gain access to his or her case.</p> <hr/>

Correcting the filing

- If the error was in the filing information, you should make the corrections and resubmit the filing.
- If the error was in a document, you should delete the document and submit a corrected one. Your filing will receive a new file stamp corresponding to the date and time of your resubmission.

Note: If you cannot complete your corrections in one session, the partially correcting filing will be stored automatically as a draft. To complete the corrections, go to Drafts Filings on the eFile menu. Once you submit your corrected filings, they will be listed in My Filings.

- Click **My Filings** on the home page.
- Find the case/filing: enter search data and click **Go**.
- Click **Resubmit**.

My Filings Between 12/23/2010 and 12/29/2010							
Delete							
Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status	
8066			Black Hawk	12-23-2010 09:27:19 AM	SMALL CLAIMS ORIGINAL NOTICE	Returned Not Filed	Resubmit
8042		CNCV105374	Black Hawk	12-23-2010 09:26:36 AM	PROPOSED OTHER DECREE	Filed	

5. Fix the error:

- a. **If the error was in the information about the filing**, select the document icon in the Edit Data column. Make the necessary corrections and click **Next**.

Case Sub Type : SMALL CLAIM - MONEY JUDGMENT (must pay fee if filing with FED)

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

Document Location Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml			
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	
Total Size:			0.09 MB	

Back Move to Draft Next

- i. To change case and party information, click the **Back** button, then correct the information.

- To edit information on a party, click the party name in the list.
- To add parties, click Add My Parties or Add Other Parties

- ii. Click **Next**.

- b. **If the error was in the document**, replace the document.

- i. Click the document icon in the Remove column.

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf		0.09 MB	
Total Size:			0.09 MB	

Back Move to Draft Next

Note: Some document types are restricted to one per case. You must remove the existing document before you can add a corrected document.

- In the Document Type field, select the document type. Optionally, complete the Document Category and Additional Text fields.
- Browse for your corrected document and then click **Add**.
- Click **Next**. On the Review and Approve Filing page, verify the document by clicking the blue document link.

- d. If you want to explain something about your resubmitted filing, add a note under Special Filing Instructions for the Clerk.
- e. Select the Payment Method. If there is a fee for the filing, you must pay that fee, even if you paid fees for the original filing.

Note: If you paid fees for the original filing, it will be refunded to you. It will not be applied to this filing.

- f. Click **Submit the Filing**.

The screenshot shows the 'Review and Approve Filing' interface. Red arrows highlight the following elements:

- Document(s) to be Submitted:** A table with columns 'Document Name' and 'View Document'. The first row shows 'SMALL CLAIMS ORIGINAL NOTICE' and 'Small Claims Original Notice - Blank.pdf'.
- Special Filing Instructions for the Clerk:** A text area for providing additional information.
- Payment Method:** A section with a dropdown for 'Payment in behalf of' and several radio button options for payment methods, each with associated fee information.
- Submit the Filing:** A button at the bottom right of the form.

Document Name	View Document
SMALL CLAIMS ORIGINAL NOTICE	Small Claims Original Notice - Blank.pdf

Special Filing Instructions for the Clerk:

Payment Method:

Payment in behalf of: [dropdown]

☐ Pay by Credit Card
Estimated Fees: \$65.00

☐ No fees for this filing
There are no fees associated with this filing - i.e., Probate Estate Petition

☐ Multiple Adoptions
Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption
An order was issued granting exemption from the filing fee.

☐ Pay at Counter
Non Credit Card Payments

☐ Small Claims FED/MJ
Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

☐ Government Agency Waiver
To be used only by authorized Government Agencies - IA Code Section 252A.10

Back Cancel (Delete) Move to Draft **Submit the Filing**